



Cincinnati Police Department STAFF NOTES

March 7, 2006

Colonel Thomas H. Streicher, Jr., Police Chief



District One

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1. DOWNTOWN SERVICES UNIT AND MOUNTED SQUAD CAR NUMBER CHANGE

To better meet the needs of the units involved, District One, in conjunction with Police Communications Section, adjusted the car numbers for the Downtown Services Unit (DSU) and Mounted Squad. The new car numbers are as follows:

- **DSU Lieutenant:** 1700
- **DSU Sergeants:** 1740 (First Relief and Early Power)
1760 (Second Relief and Late Power)
- **Shift Police Officers/Specialists:**

<u>Hours</u>	<u>Car Numbers</u>
0700 – 1500	1740's
1100 – 1900	1750's
1500 – 2300	1760's
1900 – 0300	1770's

- **Motorcycles:** 1790's
- **Mounted Unit:**

<u>Hours</u>	<u>Car Numbers</u>
0900 – 1700	1840's
1700 – 0100	1850's

2. CHANGE IN HAMILTON COUNTY JUVENILE TRAFFIC COURT HOURS

Effective March 2, 2006, all Hamilton County Court Juvenile traffic tickets are to be scheduled for 1430 hours. Court will be held at 800 Broadway Street. Until new MUTTs are received from Printing Services, officers must write the proper time on the citation.

3. COMPUTER TRAINING REQUESTS

The Police Academy will be conducting additional computer training in Office XP Applications. Classes will be held from 0800-1600 in the Academy's computer lab. Available classes and dates are listed below. Interested personnel should:

1. Prepare a Form 17 addressed to Lt. Anthony Carter, Acting Police Academy Commander. In the form, include:
 - your name with rank or title
 - your current assignment
 - your email address (i.e. FirstName.LastName@cincinnati-oh.gov)
 - your daytime phone;
 - the title and date of the course being requested;
2. Submit the form through the chain of command to the Police Academy by March 17, 2006.

Upon receipt of all training requests the Police Academy will send confirmations with training dates and times to all individuals approved for training. Additional classes will be added if necessary. Questions may be directed to Police Officer James Weithofer at 357-7551.

Date	Class
4-11-06	Word XP Level I
4-13-06	Word XP Level I
4-18-06	Excel XP Level I
4-20-06	Excel XP Level I
4-25-06	PowerPoint XP Level I
4-27-06	PowerPoint XP Level I
5-2-06	Word XP Level II
5-4-06	Word XP Level II
5-9-06	Excel XP Level II
5-11-06	Excel XP Level II
5-16-06	PowerPoint XP Level II
5-18-06	PowerPoint XP Level II

4. REVISION TO [PROCEDURE 17.100](#), POLICE RECORDS: STORAGE AND MAINTENANCE, AND INITIATING NEW RECORDS AND FORMS

Procedure 17.100, Police Records: Storage and Maintenance, and Initiating New Records and Forms, has been revised. The Records Retention Schedule has been deleted from this procedure. Personnel can access the Records Retention Schedule on the Department Intranet under the References Section. The Records Section Director will continually update this schedule with the Information Technology Management Section as changes occur.

In October of each year, the Records Section Director will send a Form 17 requesting each district/section/unit which maintains records to have those records inspected to determine if they are properly maintained according to the Records Retention Schedule. The form will direct district/section/unit commanders to review any record that is scheduled to expire in the upcoming year, is already expired, or is an unauthorized record or copy. District/section/unit commanders will follow the request for destruction process outlined in Procedure 17.100.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

COMMENDATION FOR THE WEEK OF 03/07/06 - 03/13/06

**POLICE OFFICER THOMAS WEIGAND
DISTRICT FOUR**

On February 21, 2006, Police Officer Thomas Weigand was dispatched for a residential structure fire. Upon arrival, Officer Weigand noticed the fire was spreading to a building next door. Officer Weigand was able to assist all occupants to a safe location including an eighty year old gentleman on oxygen. Officer Weigand is deserving of this commendation for his willingness to assist the members of the community and for risking his own safety.

17.100 POLICE RECORDS: STORAGE AND MAINTENANCE, AND INITIATING NEW RECORDS AND FORMS

Reference:

Ohio Revised Code § 149 – Ohio Public Records Act

Definitions:

A public record is a record held by a public office. A record is any item that is:

- Stored on a fixed medium (such as paper, computer, film, etc.),
- Created, received, or sent under the jurisdiction of a public office,
- Documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Purpose:

Provide for initiating, safekeeping, and storage of Police Department records and the systematic disposal of those records.

Policy:

The Police Department will comply with all laws governing record retention, storage, and disposal.

Information:

The Police Department is entrusted, by the public, with the care, custody, and control of records generated by its activities. The Police Department is not the sole proprietor of the records it generates. The right of ownership resides with the public.

All of the records addressed in the Records Retention Schedule have been reviewed and the retention/destruction schedule for original records has been approved by the City of Cincinnati Records Commission, the Ohio Historical Society, and the State of Ohio Auditor's Office.

The Records Retention Schedule will be maintained on the Department Intranet.

Procedure:

- A. The bureaus, districts, sections, and units mentioned herein will maintain the records specified in the Records Retention Schedule for the minimum/maximum period as indicated.

1. At the discretion of bureau, district, section, and unit commanders, original records may be retained beyond maximum periods via a Form 17 request. The Form 17 must include extenuating circumstances surrounding the extension request and must be submitted at least two weeks prior to the destruction date. Other than these exigent circumstances, original records must be destroyed as soon as possible after the retention period has expired.
2. In October of each calendar year the Records Section Director will send a Form 17 requesting each district/section/unit which maintains any record to have those records inspected to determine if they are properly maintained according to the Records Retention Schedule.
 - a. If any record is scheduled to expire in the upcoming year, as indicated by its retention period, already expired, or is an unauthorized record or copy, the district/section/unit commander will forward a Form 17 to the appropriate bureau commander including:
 - 1) Type of record(s).
 - 2) Inclusive dates.
 - 3) Number of boxes to be destroyed.
 - 4) A request for proper disposal.
 - b. After review by the affected bureau commander, the request for disposal will be forwarded to the Records Section Director.
 - 1) The Records Section Director will approve/disapprove the request according to the Schedule of Record Retention and Destruction contained in the Records Retention Schedule and have any additional measures taken, if necessary, to comply with State Law and City Ordinances.
 - 2) After approval for destruction, the Records Section Director will arrange the date and time for proper destruction of the records with the involved unit.
3. If storage space is required in addition to the storage space in the unit facility, the location of such space will be determined by the Records Section Director.
 - a. A representative of the Records Section Director will inspect these additional storage facilities during October of each year.
 - 1) After inspection and notification by the Records Section, district/section/unit commanders will request disposal of their expired record(s) located in storage.

- b. All boxes must be clearly marked with the type of records, the year of the records and the name of the district/section/unit the records belong to.
- 4. Any bureau, district, section, or unit commander who desires to utilize any record or form not listed in the Records Retention Schedule must submit a prototype and a Form 17 through channels to the Police Chief.
 - a. Upon approval, the Planning Section will assign the form a number. The Records Section will then take the necessary steps to establish a retention schedule, and then the Information Technology Management Section will revise the Records Retention Schedule on the Intranet.
- 5. Any bureau, district, section, or unit commander who desires to discontinue the use of any form or record established by the Records Retention Schedule will so request via Form 17 through channels to the Police Chief.
- 6. Requests for disposal of any original or copy of any record not specifically listed in the Records Retention Schedule will also be documented on a Form 17.
 - a. The Records Section Director will then submit a request for destruction to the City Records Commission.
 - 1) Upon approval, the Records Section will advise the affected unit as to the proper method of destruction.
- 7. The Records Retention Schedule contains three separate columns of reports, records, files, etc., maintained within the Department.
 - a. The first column is a listing of all documents organized by the name of the document.
 - b. The second column indicates the minimum retention period for the original form or record.
 - c. The third column indicates the minimum retention period for copies of these forms or records.
 - 1) If the third column is marked "None", no copy is to be made or maintained by this unit.
 - d. If not listed, no original or copy is maintained by the Department.
 - e. Clarification - "Current year" and "Current month" refer to calendar year/month, respectively, that the report is dated. "Years" listed are calendar years.